



Lifepoint Church

"Reaching those far from God..."

Job Description

Title: Operational Assistant

Hours

3 – 8-hour days per week

24 Hours Weekly Total

Scope

Reports to: Executive Pastor

Works with: All operational staff, Volunteer Data Input Teams, Volunteer Admin teams

Supervises: Contributions team (Volunteer)

The Operational Assistant shall direct and oversee the finances and human resources of the church according to the high standards of the gospel and established plans, standard operating procedures, and legal requirements.

Lead the department to advance the church vision, resulting in: the Senior Pastor and Executive Pastor, Operational staff and key lay leaders are free from financial and non-financial administrative burdens and can focus on leading, shepherding and discipling the congregation; the Senior Pastor, Executive Pastor and Ministry Leadership Team have current and accurate information for strategic decisions; that the congregation is free from distraction and able to participate more fully in ministry.

Financial 65%

- Direct and oversee the financial operation of the church. Develop and recommend financial policy and procedures to the Executive Pastor. Ensure that fiscal accountability is maintained and that all financial matters are above reproach. Initiate and coordinate the audit process.
- Direct and oversee the financial process, serving where needed, to ensure control, quality, and proper reporting to the MLT and Pastors. Responsibilities include: invoice approval, check cutting, cash management, deposit approval, donor letters, account and fund structure, restricted funds management, account adjustments, monthly & weekly leadership and MLT reports, bank and budget account reconciliation review, and review of all accounts payable, contributions, payroll and general ledger reports.
- Direct the budget development process for the General Fund.
- Solve problems in financial processes. Handle special financial projects, reports, and requests to provide information and analysis, alert potential problems, and provide evaluation of the church financial state.
- Monthly oversee the money collection process by the ushers and counting process.
- Give reports monthly, or more often as needed, to the Executive Pastor about the status of

- our accounts and financial operations.
- Capitalized asset inventory and tracking.

Non-Financial 30%

- Direct the development and implementation of personnel policies and procedures. Oversee the processing of personnel records, pay changes and benefits. Ensure that the hiring process is followed, that needed references and background checks are obtained, and that proper documents are completed.
- Direct and oversee employee benefit plans. Oversee the retirement plans.
- Oversee insurance plans and policies. See that safety standards are developed, risk management is implemented, and that staff are trained in safety procedures.
- See that church property deeds and other legal documents are safely stored. Stay current with laws and developments that can affect or improve the church's operation.
- Serve the role as 'Fellowship One Champion,' acting as the liaison between staff and F1. Direct and oversee database management, input, maintenance, and integrity.

Ministerial 5%

- Participate in Staff Meetings.
- Participate in all church events as needed.